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ER: 6-4925

JAN 10 1955

MEMORANDUM FOR: Chief of Administration
Office of the Deputy Director (Plans)

SUBJECT : Project Administrative Plans

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1. It is noted from the PAPS review of NEA Project [redacted] that the provisions of the administrative plan had not been sent to the field as required.

2. It is suggested that you may wish to discuss this project at one of your meetings either with the Operations people or your administrative officers so that they could pass the word down. This particular case points up the fact that a delay in passing information to the field can negate the provisions of an administrative plan which had been prepared after consideration and coordination with the interested offices.

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[redacted]
H. GATES LLOYD
Assistant Deputy Director
(Administration)

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